



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

HOME AND COMMUNITY BASED WAIVER Policy Manual

Section: CASE MANAGEMENT SYSTEM

Subject: Records Requirements

GENERAL REQUIREMENT

Case Management Teams (CMTs) must maintain a record for all members for eight years.

COMPOSITION OF RECORD

The case management record must include at least the following forms:

- Initial Screening Results;
- Referral Forms;
- MPQH Profile for the PAS or SDPAS program
- Service Plans ;
- Service Plan Cost Sheets;
- Progress Notes;
- Discharge Sheets;
- Psychosocial Summary;
- Reevaluation Forms;
- Amendment Forms;
- Prior Authorization Forms;
- Resident agreement for members in Assisted Living Facilities:
and
- HPS 402 Release Form (per HCBS 407);

- Guardianship/Conservator and POA documents
- Entrance/Discharge into Medicaid HCBS (SLTC-55)

Upon request, the CMT must make records available for use by the following:

1. The State of Montana;
2. The Department of Public Health and Human Services,;
3. The U.S. Department of Health & Human Services;
4. The U.S. Comptroller General; and
5. The member or their legal representative (conservator or guardian).

When requested, the provider agency must complete and submit audited financial statements and/or cost reports to the Department.